

2001

## Centennial Library 2000-2001 Annual Report

Cedarville University

Follow this and additional works at: [https://digitalcommons.cedarville.edu/library\\_annual\\_report](https://digitalcommons.cedarville.edu/library_annual_report)



Part of the [Higher Education Commons](#), and the [Library and Information Science Commons](#)

---

This Book is brought to you for free and open access by DigitalCommons@Cedarville, a service of the Centennial Library. It has been accepted for inclusion in Centennial Library Annual Reports by an authorized administrator of DigitalCommons@Cedarville. For more information, please contact [digitalcommons@cedarville.edu](mailto:digitalcommons@cedarville.edu).

**CENTENNIAL LIBRARY**  
**Cedarville University**  
**Annual Report 2000/2001**

## **INTRODUCTION**

---

### **Major Accomplishments, 2000/2001**

*1. Electronic Reserve System [Eres] Installation.* The Centennial Library staff installed the server and supporting computer and peripheral equipment to implement an electronic reserves system beginning the past January using the *Docuteck ERes* system. While our regular reserve service is available only during hours when the Library is open, the electronic reserves system allows faculty and students 24 hour a day, 7 day a week access to reserve materials. Students access this system through **CedarLINK**, the Library's web page.

*2. Staff Development Advancement.* For the second year, the Library was able to fund significant off-campus staff and professional development as part of our service quality program. During this academic year, 12 Library faculty and staff members attended 17 different workshops and training sessions off-campus.

*3. User Education faculty position approved and filled.* After the approval of the User Education position for 2001/2002, the position was advertized with several viable candidates responding. We were pleased to interview, offer a contract to, and receive an acceptance. This additional position will allow the Library to advance the user education and information literacy programs both within-class and web-based programming.

*4. Achieved a significant measure of assessment success.* The performance of the Centennial Library as tracked in a range of assessment instruments indicates a high level of service quality and strong level of satisfaction with Library services and resources on the part of our users. **See Appendix D.** These assessment related activities include the following:

Council for Christian Colleges and Universities Noel Levitz Student Satisfaction Inventory.

Council for Christian Colleges and Universities Alumni Survey

Centennial Library Freshmen Survey  
Centennial Library Senior Survey  
*Faculty Survey: Expectations and Satisfaction Levels of Cedarville  
University Faculty*  
Centennial Library Service Quality initiatives

***5. Successfully filled a number of open positions.***

AV Services Manager  
AV Services Technician  
Circulation Services Manager  
Assistant Circulation Services Manager  
Collection Services Technical Assistant  
User Education Librarian

***6. Implemented a new student employment process.*** In order to centralize and make more consistent the process by which University students apply for work at the Centennial Library, a **Student Employment Coordinator** was appointed whose office will serve as the **Student Employment Office**. This assures that all Library staff and potential applicants know where to obtain the necessary information about employment, that all applicants have sufficient information and appropriate materials for making decisions about employment at the Library, and that the application process is managed and responses provided in a consistent and timely manner.

## **YEAR IN REVIEW**

---

### **Staffing**

#### ***FACULTY/STAFF CHANGES***

Three employees were new to their positions:

**Scott Deetz** - AV Services Manager  
**Wesley Warriner** - AV Services Technician  
**Kathy Perry** - Collection Services Technical Assistant

Two staff members and one Library faculty member resigned:

**Mary Schultz** - Assistant Circulation Services Manager  
**Jonathan Shrubsole** - AV Services Manager  
**Judith Boddy**, Assistant for Library Support Services,

Gained approval to hire a **User Education Librarian** for the 2001/2002 academic year, and offered a contract to **Rory Patterson**.

### *FACULTY/STAFF ACCOMPLISHMENTS*

One Library faculty staff received a University service award:

**Tonya Fawcett**, Assistant Director for Reader Services - 5 years

Awarded three ***Certificates of Recognition for Distinctive Service***. Two went to **Tricia Walker, Reader Services Technical Coordinator**, and to **Mary Schultz, Assistant Circulation Services Manager**, for their significant contribution to the effective implementation, operational development, and timely promotion of the Library electronic reserves system. The third went to **Fran Andrews, Library Office Manager**, for exceptional commitment, enthusiastic quality service, and unwavering loyalty to the Centennial Library staff and to Cedarville University.

With a continued emphasis on **Library staff development**, 17 different workshops, focusing on software training, skills enhancement, and cataloging skills, were attended by 12 Library faculty and staff members.

Graduated 13 Library **senior student staff members**.

### *FACULTY/STAFF TEAM*

- Provided service during the 2000/2001 academic year with the following faculty and staff:

#### **Library Faculty:**

Lynn A. Brock, M.L.S., Director of Library Services, 1969-  
Jan M. Bosma, M.L.S., Associate Director of Library Services, 1982-  
Tonya Fawcett, M.L.S., Assistant Director for Reader Services, 1993-  
Carl D. Brandon, M.A., Assistant Director for Media Services, 1992-  
Julie Deardorff, M.L.I.S., Assistant Director for Collection Services, 1996-  
Judith M. Boddy, M.A., Assistant for Library Support Services, 1996-  
Lynne M. Funtik, M.L.I.S., Reference Librarian, 1994-  
Joyce Riggs, M.S., Curriculum Materials Center Librarian, 1989-  
Susan Winn, B.A., Reference Librarian, 2000-

#### **Full-time staff:**

Fran Andrews, Library Office Manager, 1981-  
Michal Bader, B.R.E., Library Technical Assistant, 1994-  
Scott Deetz, B.A., AV Services Technician; AV Services Manager, 1999-  
Terry DeLong, AV Services Office Coordinator, 1999-  
Linda Divan, B.A., Collection Services Manager, 1977-  
Dara Fraley, B.S., ITAS Production Specialist, 1996-  
Dianne Gottwals, B.A., MRC Graphics Technical Assistant, 1993-  
Melinda Howard, B.A., Interlibrary Services Coordinator, 1989-  
Luann Nicholas, B.A., Circulation Services Manager, 1986-  
Kathy Perry, B.A., Collection Services Technical Assistant, 2000-  
Jonathan Shrubsole, B.A., AV Services Manager, 1998- [Resigned, March 2001]  
Patty Stutes, Media Resource Center Manager, 1988-

Tricia Walker, B.A., Reader Services Technical Coordinator, 1997-  
Wesley Warriner, B.A. AV Services Technician, 2001-

**Part-Time Staff**

Mary Schultz, B.S., Assistant Circulation Services Manager, 1997-

**Students Library Assistants:**

46 Students

## **Service Highlights**

- Completed our fifth full year with the **OhioLINK PCirc direct borrowing** system with almost 15,000 PCirc transactions during the academic year.
- Completed the installation and implementation of the **Docutek electronic reserves system**. This involved purchasing a separate computer server and scanning equipment. Staff were trained to manage the system and provide service to faculty members
- Scheduled and taught **70 user education sessions**, servicing 37 faculty members in all 12 departments. Had contact in these sessions with total of 1,735 students either in person or on-line. An additional 39 sessions involved using the Library's WebCLIP on-line user education modules.
- Designed 10 new **web-based course pages** for specific classes connecting students to specific discipline-specific library resources. These were added to the 9 course pages already developed.
- Answered a total of 6,189 **reference questions**, up 8.5% from 1999/2000.
- In addition to OhioLINK, handled a total of 2,801 **lending and borrowing transactions in Interlibrary Services**. This brings the total transactions handled for the year to 17,590.
- Implemented the first year of the **"Ask a Librarian" service** on the Library web page. A total of 67 queries were handled on-line.
- Continued provision of **free laser printing at the public workstations** produced a total of 194,052 prints on the 11 printers available.
- Added 120 **additional Internet resources** to the "Internet Resources by Subject" on the Library web page, CedarLINK, bringing the total to over 600.
- Of the 172 teaching faculty, 94 participated in the **selection of materials for the Library collection** during the academic year. This is down somewhat from 1999/2000. All departments did participate with an average for each of department of 55% of their faculty being involved.

- In order to maintain the speed with which materials move through processing, the **Cataloging Training Program** continued, involving a number of Library staff as para-professionals in the cataloging process. During the academic year 5 faculty and staff members attended a total of 20 training sessions off campus.
- Staff in the **Instructional Technology Assistant Service** provided 372 hours of multi-media and video production work for faculty and staff. In addition, the Service recorded 457 hours of use by faculty involved in scanning, printing, computing, digitizing, or video editing. Also 537 video duplications were completed.
- **Media Resource Center equipment and service upgrades** were completed to better serve student needs. Graphics and video technology were improved with the addition of a second video editing station--the AVIO. All student computers in the MRC were upgraded, a number of them with CD burners. \$3,000 worth of additional Ellison shape cutters were purchased, bringing the total to 194 cutting blocks. A second color printer/copier was added to improve that service.
- A **new Xerox coin-op copier** for public use was added to the inventory of Library copying equipment
- Produced and marketed 3 **videotape programs**--Senior Program, Nursing Convocation, and Graduation--with over 300 copies sold.
- User education personnel presented a **seminar on the Electronic Reserves system** for faculty during the Fall Faculty/Staff Sessions.
- Through AV Services, completed a total of over 1,366 **classroom technology set-ups/preps** during the academic year.
- **Classroom technology upgrades** continued in a number of classrooms with the installation of 5 new data projectors and a number of computer replacements. Also worked on technology installations in Milner 110, College Center 26, and the Founders Annex Conference Room.

## Operations Highlights

- Instituted the preparation of **Personal Work Development Plans** for all Library faculty as part of our service quality and performance management program. Completed the first phase during the academic year. The second phase and the inclusion of all Library staff in the process will take place during 2001/2002.
- Continued patron feedback **assessment**, including user education sessions evaluation, and the annual Graduating Senior Library Survey and the Freshman Survey. Experienced a 61% response rate with the Senior Survey. The Freshman Library Survey saw a 70% response rate. Between these two surveys, 818 students (about 29% of the student body) evaluated Centennial Library

services and offered comments.

- Added 5,693 volumes to the print **collection**, **808 volumes to the bound periodical collection**, and 310 items to the media collection. A total of 905 volumes were withdrawn from the collection. (*See Tables 2 & 3*)
- During the fiscal year, 3,714 books and 365 media items were **purchased for the collection**. The average cost for a book dropped from \$37.92 in 1999/2000 to \$35.64.
- The **backlog of materials orders from faculty** continues to grow as a result of insufficient funds to respond to them all. The total backlog of orders has reached over \$159,000.
- New **print periodical subscriptions** for the academic year totaled 30; 19 titles ceased or were discontinued, bringing the number of print subscriptions to 926.
- A total of 2,035 **gift books** were received by the Library. Of these, 745 were added to the collection. The largest group of over 1,000 volumes came from the **library of James T. Jeremiah**. Over 300 of these titles were added to the collection, a large number were placed in the Archives as representative of the Jeremiah library, and the remainder were made available free of charge to Bible majors.
- With participation in the OhioLINK Electronic Journal Center and other electronic full-text databases provided through OhioLINK, the number of **electronic full-text periodical titles** available to our faculty and students increased to over 3,500.
- Continued the upgrading of Library computer equipment with the purchase and installation of 22 **new office computers and public workstations** followed by several relocations of the replaced computer systems in other places in the Library. Also, a variety of upgrades of network computers was completed in the Media Resource Center and the CMC.
- During December 2000, installed new hardware and software to implement the **Millennium Circulation system**, Innovative Interface's web-based circulation system.
- A complete **inventory of all the Library collections** took place during the summer of 2000. 218 items were discovered missing. This task consumed 120 hours of bar code scanning for 17 different staff members.
- Completed a major project to input **records of CMC kits, games, and posters** into the on-line catalog to facilitate searching and circulation. In about a month during the Summer, 1,175 bibliographical records were created for these items, which can now be searched by subject in the on-line catalog and checked out using the barcode affixed to each item.

## YEAR IN REVIEW - LIBRARY FACULTY

---

**LYNN A. BROCK.** *Director of Library Services*

---

### Professional Activities:

**University:** **University Archivist**

**Other:** **Chair:** Executive Committee. Library Directors Group.  
*Council for Christian*

*Colleges and Universities.*

**Conference Committee.** *CCCU Library Directors Group* Fourth National Conference in cooperation with the CCCU Commission on Technology, Cedarville, Ohio, June 24-26, 2001.

**Indexer:** CHRISTIAN PERIODICAL INDEX (4 titles).  
*Association of Christian Librarians.*

**Strategic Planning Consultant:** *Kwa-Zulu Natal Missionary Team (ABWE). Durban, South Africa, May 5-26, 2001*

**Panel Participant.** *Seminar on Organizing for Information Leadership. "Bytes and Books: Building Information Leadership." CCCU Commission on Technology/Library Directors Group Conference. Cedarville, Ohio. June 24-26, 2001.*

### Committees:

**University:** Deans Council  
Academic Management Council  
Middle Management Conference  
Technology Planning Committee

**Other:** Executive Committee. Library Council. *Southwestern Ohio Council For Higher Education.*

Executive Committee. Library Directors Group. *Council for Christian Colleges and Universities.*

Independent College Directors Group. *OhioLINK.*

### Memberships:

Academic Library Association of Ohio  
American Library Association  
Association of College and Research Libraries  
Association of Christian Librarians  
Society of American Archivists



Conferences:

“Passions for Competency: Fluency and Practice in Support of New Learning Technologies.” Southwestern Ohio Council for Higher Education Faculty Retreat. Sinclair Community College. Dayton, Ohio. April 6, 2001

“Bytes and Books: Building Information Leadership.” CCCU Commission on Technology/Library Directors Group Conference. Cedarville, Ohio. June 24-26, 2001.

---

**JAN BOSMA. Associate Director of Library Services**

---

Professional Activities:

*Other:*

**Director of Operations:** Association of Christian Librarians, 1996-  
**Membership Liaison.** American Library Association of Ohio  
**Indexer.** Christian Periodical Index

**Campus Lead Implementor.** OhioLINK

**Presenter:** *Learning from Experience: Developing communications between Computer Services and Library.* Presented with Kevin Carpenter, Senior Technician. Association of Christian Librarian Annual Conference. June 11-14, 2001, Olivet Nazarene University. Kankakee, Illinois.

**Presenter:** *Learning from Experience: Developing communications between Computer Services and Library.* Presented with Kevin Carpenter, Senior Technician.. Council of Christian Colleges and Universities Commission on Technology/Library Directors Group combined conference. Cedarville University. June 24-26, 2001

**Presenter:** *Cooperating in the Digital World: ACL and ATLA.*

American Theological Library Association annual conference. ATLA Board Meeting. Duke University. June 21, 2001

*Community:*

*Treasurer: Cedarville Opera House Society*

*Organizer and Program Chair: Lifewalk Bible Study, Cedarville, Ohio. April-May, 2001.*

Committees

*University:*

*Department Chair Committee*

*Middle Management Committee*

*Graduate Program*

*Webmaster Task Team*

*Other:*

*Strategic Planning Committee. Association of Christian Librarians.*

Memberships

*Academic Library Association of Ohio*

*American Library Association*

*Association of Christian Librarians*

*Ohio Valley Group of Technical Services Librarians*

Conferences

*Association of Christian Librarians. Sharing the vision, Shaping the future. June 11-14, 2001. Olivet Nazarene University.*

*American Theological Library Association. 2001: A Research Odyssey. June 19-23, 2001. Duke University.*

*Council of Christian Colleges and Universities Commission on Technology/Library Directors Group. Bytes and Books. June 25-26, 2001. Cedarville University.*

---

**CARL BRANDON.** *Assistant Library Director for Media Services*

---

Professional Activities:

**University:** Assistant to the President for Media Support.

**Workshop presenter:** ITAS faculty workshops on PowerPoint, PageMaker and Photoshop

**Other:** **Co-Chair:** Emerging Technologies Group. Consortium of College and University Media Centers.

**Coordinator.** Foster Parent Chapel Program, February, 2001. Community: Board Member. Greene County Children Services.

**Program Planner.** SOCHE Media Interest Group Classroom Systems Integration Seminar. Sinclair Community College. August, 2000

**Presenter.** "Media systems integration for a multi-purpose academic building." Consortium of College and University Media Centers annual conference.. Dallas, TX. October, 2000.

**Host.** SOCHE Media Interest Group Classroom Technology and Projection Workshop. December, 2000.

Committees:

**Other:** **University:** Classroom Advisory Committee  
**Chair.** Parent Involvement Committee. Greene County Family and Children First Council.

**Co-Chair.** Emerging Technologies Group. Consortium of College and University Media Centers.

SOCHE Media Directors Interest Group  
Parent Involvement Committee. Greene County Family and Children First Council

End Users Committee. International Communications Industries Association.

Memberships:

Consortium of College and University Media Centers  
International Communications Industries Association  
National Association of Photoshop Professionals  
National Foster Parent Association  
Ohio Educational/Library Media Association

Workshops:

Taz Tally Photoshop Seminar for Scanning, Cincinnati, Ohio. April, 2001.

Conferences:

Consortium of College and University Media Centers Conference. Dallas, Texas, October, 2000.  
National Foster Parent Association Annual Conference, May, 2001.

---

**JULIE DEARDORFF. *Assistant Library Director for Collection Services***

---

Professional Activities:

**University:** **Faculty Representative.** Cedarville College Teacher Education Committee

**Mentor.** Fit-To-Be Tied Program

**Judge.** Cedarville University Debate Tournament

**Other:** **Chair:** Academic Library Association of Ohio Collection Management Interest Group, June, 2000-May 2001

**Program Coordinator.** *AClassics & Clunkers: What is*

*Quality in*

*Collection Development? ALAO Collection Management Interest Group*

*Annual Workshop, May 2001, Columbus, Ohio*

**Presenter.** *AWhat Faculty Expect from Library Collections, @ ALAO Annual Conference, November 2000, Ashland, Ohio.*

Committees:

**University:** Teacher Education Committee

*Other:* Executive Board. Academic Library  
Association of Ohio  
Friends of the Library Group. Dayton & Montgomery  
County Public Library

Memberships

Academic Library Association of Ohio  
American Library Association  
Association of Christian Librarians  
Collection Management Interest Group (ALAO)

Conferences

ALAO Annual Conference, November 2000, Ashland, Ohio  
American Culture Association Annual Conference, April 2001,  
Philadelphia, Pennsylvania  
AClassics & Clunkers: What is Quality in Collection  
Development? ALAO Collection Management Interest Group Annual  
Workshop, May 2001, Columbus, Ohio

Publications

Collection Management Interest Group column, ALAO  
Newsletter (4 issues)

Workshops

Advanced Dataware Training, August 2000, Oxford, Ohio  
Picture Book Read-In, February 2001, Beavercreek, Ohio

---

**TONYA FAWCETT. Assistant Library Director for Reader Services**

---

Professional Activities:

**University:** **Judge.** Cedarville University Debate Tournament, March 16, 2001

**Other:** **Presenter.** “WebCLIP: Meeting the Research Needs of the Cedarville University Freshman.” SOCHE Faculty Retreat, Sinclair Community College, Dayton, Ohio. April 6,

**Presenter.** “WebCLIP: Meeting the Research Needs of the Cedarville University Freshman.” Association of Christian Librarians Annual Conference. Olivet Nazarene University, Bourbonnais, Illinois, June 11-14, 2001.

Memberships:

Academic Library Association of Ohio  
Association of Christian Librarians

Conferences:

“Passions for Competency: Fluency and Practice in Support of New Learning Technologies.” Southwestern Ohio Council for Higher Education Faculty Retreat. Sinclair Community College. Dayton, Ohio. April 6, 2001.

“Managing Instruction Programs in Academic Libraries.” LOEX National Conference. Ypsilanti, Michigan. May 4-5, 2001

“Sharing the Vision-Shaping the Future.” Association of Christian Librarians Annual Conference. Olivet Nazarene University, Bourbonnais, Illinois, June 11-14, 2000.

Workshops:

“OhioLINK Dataware advanced training. Miami University, Oxford, Ohio. August 25, 2000

---

**JUDITH M. BODDY. *Assistant for Library Support Services***

---

Professional activities:

**Other:** **Indexer:** CHRISTIAN PERIODICAL INDEX (2 titles)

Memberships:

Academic Library Association of Ohio  
Association of Christian Librarians  
American Theological Library Association  
Ohio Valley Technical Services Librarians Group

## Online Audiovisual Catalogers

### Workshops:

Advanced Dewey for Windows. October 11, 2001. Columbus, Ohio.

---

## LYNNE M. FUNTIK. *Senior Reference Librarian*

---

### Professional Activities:

**University:** **Judge.** Cedarville University Debate Tournament, March 16, 2001

**Other:** **Program Team Leader.** Annual Conference Program Committee. Association of Christian Librarians Annual Conference, 2001.

### Memberships:

Academic Library Association of Ohio  
Association of Christian Librarians

### Conferences:

“Four Walls and Beyond: Libraries in the New Millennium.” Academic Library Association of Ohio, Ashland University. Ashland, Ohio. November 3, 2000.

“Sharing the Vision-Shaping the Future.” Association of Christian Librarians Annual Conference. Olivet Nazarene University, Bourbonnais, Illinois, June 11-14, 2000.

### Workshops:

“OhioLINK Dataware advanced training.” Miami University, Oxford, Ohio. August 25, 2000.

“OhioLINK Subject Specialty Workshop.” University of Dayton. Dayton, Ohio. October 3, 2000.

“OhioLINK Dataware Enhancements.” Wright State University. Fairborn, Ohio. January 26, 2001.

---

## JOYCE RIGGS. *Curriculum Materials Center Librarian*

---

### Professional Activities:

**University:** **Chair:** Curriculum Materials Center Advisory Committee

**Faculty Representative:** Cedarville College Teacher Education

## Committee

### Memberships:

Academic Library Association of Ohio  
Association of Christian Librarians

### Committees:

**University:** Teacher Education committee  
Curriculum Materials Center Advisory Committee

### Conferences:

Children's Literature Conference. February, 2001. Columbus, Ohio.

### Workshops:

Picture Book Read-In, February, 2001. Beavercreek, Ohio

---

SUSAN WINN. *Reference Librarian*

---

### Memberships:

Academic Library Association of Ohio  
Association of Christian Librarians

### Conferences:

"Four Walls and Beyond: Libraries in the New Millennium. Academic Library Association of Ohio, Ashland University. Ashland, Ohio. November 3, 2000.

"Sharing the Vision-Shaping the Future." Association of Christian Librarians Annual Conference. Olivet Nazarene University, Bourbonnais, Illinois, June 11-14, 2000.

### Workshops:

"OhioLINK Dataware advanced training. Miami University, Oxford, Ohio. August 25, 2000.

"OhioLINK Subject Specialty Workshop." University of Dayton. Dayton, Ohio. October 3, 2000.

"OhioLINK Dataware Enhancements." Wright State University. Fairborn, Ohio. January 26, 2001.

"Digital Media" OhioLINK. Columbus, Ohio. May 2001.

OHIONET Cataloging workshops, Columbus, Ohio:

Authority File

Dewey Advanced

Library of Congress Subject Headings

OCLC Copy Cataloging



reports/annual.report.2000-2001